

MONROE COUNTY

JOB DESCRIPTION

Position Title: DIRECTOR TELECOMMUNICATIONS SYSTEMS & PROGRAMS **Date:** 06/17/2005

Position Level: 12 **FLSA Status:** Exempt **Class Code:** 12-15

GENERAL DESCRIPTION

Primary function is to manage, guide, direct and administrate the Communications Department of the Public Safety Division which is charged with providing telecommunications facilities, systems and programs, including the 9-1-1 Emergency Telephone System, for Monroe County's Emergency Services, Public Safety and other public services entities. Duties and responsibilities are both administrative and technical in function.

KEY RESPONSIBILITIES

1. * Manages the Communications Department, including planning, organizing, directing, controlling, staffing and representing.
 2. * Develops and manages the Communications Department, 9-1-1 Emergency Telephone System and Interagency Communications budgets in accordance with the County's established policies and procedures.
 3. * Plans, designs, develops, implements, maintains and/or monitors the County's telecommunications facilities, systems and programs. Researches new technologies and equipment, evaluates, recommends and purchases telecommunications equipment and devices.
 4. Assures coordination of the County's telecommunications facilities, systems and programs both internally and with Federal, State, Local and volunteer organizations.
 5. * Negotiates, prepares, and administrates contractual agreements as necessary in the course of business. Assures compliance with contractual terms and conditions.
 6. * Prepares initial and renewal applications for licensing of the County's telecommunications facilities, systems, and equipment. Assures that licenses are properly maintained.
 7. * Assures the development, implementation, maintenance and monitoring of a maintenance and repair program and facility for the County's telecommunications equipment and devices. Supervises the accountability and control of assets, property and/or resources assigned to the Department.
 8. * Manages Emergency Support Function (ESF) 2, Communications, during a declared State of Emergency.
 9. Coordinates the development, implementation and maintenance of telecommunications policies, standard operating procedures (SOP) and protocols. Conducts periodic intra-agency and inter-agency meetings for that purpose.
 10. Initiates, pursues and supports legislation regarding telecommunications' issues affecting Monroe County.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required and 5 to 7 years experience OR an Associate's Degree required and 10 years progressively responsible experience in related field. Major(s) in Business Administration, Management, Public Administration, Electrical Engineering, Telecommunications. FCC General Class Radio License and amateur radio license are preferred.
<i>Experience:</i>	Please see above.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/ Physical Effort:</i>	Typically normal office situation. Work environment involves only infrequent exposure to disagreeable elements and requires only minor physical exertion and/or physical strain..
<i>On Call Requirements</i>	Expected to be available as necessary to fulfill job obligations. On call for emergencies and disasters.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____